

# Procedure for publishing an Internship Offer

aimed at **selecting a student** or  
**addressed to a specific student**  
for a  
**curricular internship\***

\* A **curricular internship** is an activity in the frame of the study programme of the student.

Tirocini - Università di Bologna - Internet Explorer

<https://tirocini.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=en>

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

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Internships

## Internships and agreements service

The internships and agreements service aims to facilitate contact between the university, students, graduates and businesses interested in internships

Service access:

- If your business/organisation is already registered with the University of Bologna use your personal account (@esterni.unibo.it)

[Login >](#)

Forgot your password? [Retrieve](#)

- If you are not yet registered with the University of Bologna for this service, please press the button "Register" to fill out a request for an internship cooperation agreement and obtain your account

[Register >](#)

WWW.UNIBO.IT

Change language  
Italiano

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<https://tirocini-test.unibo.it/tirocini/welcomeEsterni.htm?siteLanguage=it> 100%

Accedi - Internet Explorer

https://cas-formazione.unibo.it/cas/login?service=https%3A%2F%2Ftirocini-test.unibo.it%

Accedi

File Modifica Visualizza Preferiti Strumenti ?

Convert Select

Pagina Sicurezza Strumenti ?

**DSA**

Inserisci le credenziali istituzionali di Ateneo.

mario.rossi@unibo.it, mario.rossi@studio.unibo.it

Password

Accedi

[Non riesci ad accedere?](#)

[Hai dimenticato le credenziali?](#) | [Vuoi cambiare la password?](#)

**Informazioni sulle credenziali**  
Scegli il tipo di credenziali che usi:

- [@studio.unibo.it](#)
- [@unibo.it](#)
- [@esterni.unibo.it](#)

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Esterni - Tirocini - Università di Bologna - Internet Explorer

https://tirocini-test.unibo.it/tirocini/esterni/homePageEsterni.htm

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Internships - Welcome

### Home page company/public body

Welcome in your company's private pages. Here you can manage all the information about your company/public body

Online internships and agreements website

In this website you can:

- a. publish offers of curricular internship
- b. receive the applications of the students interested to get an internship.

Once selected the candidate to activate an internship it is necessary:

1. to accept the application of the candidate
2. to complete the program of internship

**The postgraduate internship can be activated only in Italy**

**Company details**

Company/Public body name:  
Country:  
Vat Number:  
Taxpayer Identification Number:

[Detail](#)

**Active internship offers**

[New internship offer](#)

Id	Type Of Internship	Job Description / Field Of Placement	Estimated Start Date	Status
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**Internship request to accept**

Id	Date/Hour Of Submission	Applicant	Degree Course	Type Of Internship	Estimated Start Date	Job Description / Field Of Placement	Acc
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If you wish to publish an offer aimed to select students (no addressed to an already selected one), tag "NO". In this case all students of the programmes you select are allowed to apply to your offer. Then skip to page 8

Offerta di tirocinio - Tirocinio

Sicuro | <https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm?siteLanguage=en>

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Internships - Internship offer

Type

Agreement\* 16566 08/06/2017 Scuola di Lettere e Beni culturali

Type of Internship\*

- Curricular internship**  
Student internship which forms part of a course of study leading to the diploma, with practical training activities carried out also in structures outside the University. This internship also provides a first contact with the work environment.
- Postgraduate internship (only in Italy)**  
Internship for new graduates who have completed their studies within the last twelve months, aimed at providing direct knowledge of and entry into the work environment. It is an option which allows students to obtain real work experience (although, as with internship as part of the student learning process, it does not constitute employment), concurrent with or following the period of study.

This internship offer is addressed to one specified applicant  No  Si

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If you wish to address your internship offer to a student that you have already selected, tag YES then proceed to page 6

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https://tirocini-test.unibo.it/tirocini/esterni/offerta\_tirocinio.htm?nuovareg=true

File Modifica Visualizza Preferiti Strumenti ?

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Home

Agreements

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- .. Contact person list

Internships

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- .. Internship applications
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Administration

- .. Change password

Log out

Change language

Italiano

Internships - Internship offer

Type > Internship details > Other data > Recipients > Confirmation

Type

Agreement\* Internship agreement 11/03/2009 Facoltà di Ingegneria

Type of Internship\*

**Curricular internship**  
Student internship which forms part of a course of study leading to the diploma, with practical training activities carried out also in structures outside the University. This internship also provides a first contact with the work environment.

**Postgraduate internship (only in Italy)**  
Internship for new graduates who have completed their studies within the last twelve months, aimed at providing direct knowledge of and entry into the work environment. It is an option which allows students to obtain real work experience (although, as with internship as part of the student learning process, it does not constitute employment), concurrent with or following the period of study.

This internship offer is addressed to one specified applicant

No  Si

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You have already selected your intern, please fill out his/hers Tax Identification Number. Then go to page 8

Offerta di tirocinio - Tirocini x Classificazione delle attività x

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Internships - Internship offer

Type > **Recipients** > Internship details > Other data > Confirmation

### Recipients

Fill in to find your trainee

.....

Taxpayer Identification Number	Family Name	First Name
SPDMRC94E23L424A	SPEDICATI	MARCO <input type="button" value="X"/>

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Offerta di tirocinio - Tirocinio x

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Home  
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Log out  
Change language  
Italiano

Internships - Internship offer

Type » **Internship details** » Other data » Recipients » Confirmation

### Internship details

Job description\*

Field of placement\*

Learning outcomes of the traineeship\*

Contents or tasks of the traineeship\*

Theoretical and applied knowledge, personal skills and competences (organisational skills, team work, etc)

Number of positions available

Duration\* Hours

Number of working hours per week

Estimated start date

Estimated end date

Work location

Country\*

State/Province\*

City\*

Financial contribution available Yes  No

Publication start date\*

Publication expiration date\*

The actual duration of every internship is always determined by the number of ECTS (academic credits) associated with it in the didactic plan of the student's degree programme, assuming that 1 ECTS lasts from a minimum of 25 up to a maximum of 30 hours (eg: curriculum internship - 12 ECTS = min:300 hours / max:360 hours).

Students can't perform more than 40 internship hours per week.

Each internship will be automatically activated for a period of 12 months, lasting from the start date indicated on the attendance register that the student has to download before the internship starts (please see above about the actual duration).

A financial contribution is not compulsory for curricular internships, unless differently foreseen by laws regulating internships outside Italy. Host Institutions are free to autonomously assign a scholarship and/or recognise subsidies to students.

It is strongly suggested to publish offers for a minimum period of 30 days

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Internships - Internship offer

Type | Recipients | Internship details | **Other data** | Confirmation

### Other data

Name of the contact person\*

Family name of the contact person\*

Position of the contact person\*

Email of the contact person\*

Language skills required

- Bulgarian
- Czech
- Danish
- Estonian
- Finnish
- French
- Irish

Computer skills required

Notes

Available for business trips outside Italy Yes  No

Available for business trips within Italy Yes  No

Currently employed Yes  No

We declare that the candidate has an adequate knowledge of the main language of the internship to carry out the training placement at our company (optional)

The contact person has to:

- monitor the student's activities for the whole duration of the internship;
- attest the number of internship hours performed by the student on behalf of the host institution;
- approve the final report uploaded by the student at the end of the internship for the evaluation of the Internship Board.

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Offerta di tirocinio - Tirocinio x

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Internships - Internship offer

Type > Internship details > Other data > **Recipients** > Confirmation

Select courses

Choose the degree level, School, Department and Courses eligible for your offer

First Degree Courses | Second Degree Courses

School/Department Engineering

[ Tutti i corsi di laurea triennale ]		->
DESIGN DEL PRODOTTO INDUSTRIALE	Bologna	->
INGEGNERIA CHIMICA	Bologna	->
INGEGNERIA CHIMICA E BIOCHIMICA	Bologna	->
INGEGNERIA CIVILE	Bologna	->

Selected Courses

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An internship offer can be addressed to both **First Degree Courses** and **Second Degree Courses**, please read infos about [the Italian University System](#) if you wish to know more.

The first step is to select the **School/Department**, afterwards it is possible to select one or more Courses.

The full list of degree programmes of the University of Bologna is available on <http://www.unibo.it/en/teaching/degree-programmes>.

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Internships - Internship offer

Type » Internship details » Other data » Recipients » **Confirmation**

### Confirmation

Type

Agreement:  
Type of Internship:

Internship details

Job description:  
Field of placement:  
Learning outcomes of the traineeship:  
Contents or tasks of the traineeship:  
Theoretical and applied knowledge, personal skills and competences (organisational skills, team work, etc):  
Number of positions available:  
Duration:  
Number of working hours per week:  
Estimated start date:  
Estimated end date:  
Work location:  
Country:  
State/Province:  
City:  
Financial contribution available:  
Publication start date:  
Publication expiration date:

Other data

Name of the contact person:  
Family name of the contact person:  
Position of the contact person:  
Email of the contact person:  
Language skills required:  
Computer skills required:  
Notes:  
Available for business trips outside Italy:  
Available for business trips within Italy:  
Currently employed:

Recipients

Courses:

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The screenshot shows a web browser window with the address bar displaying "https://tirocini-test.unibo.it/tirocini/esterni/offertatirocinio.htm". The page header includes the logo of Alma Mater Studiorum Università di Bologna and the text "UNIVERSITÀ DI BOLOGNA AMBIENTE DI TEST". The main content area is titled "Internships - Internship offer" and "Confirmation", with the message "Your internship offer has been loaded successfully." and a button labeled "Go back to the homepage". A left sidebar contains navigation links for Home, Agreements, Internships, Administration, Log out, and Change language. The footer features the unibo.it logo and copyright information: "©Copyright 2008 [build.3056 del 2017-12-01 14:15:07 CET - Server: jtest/127.0.1.1] - Informativa sulla Privacy ALMA MATER STUDIORUM - Università di Bologna - Via Zamboni, 33 - 40126 Bologna".

Once this part of the procedure is completed, UNIBO Internship Office evaluates it and addresses to the correct degree courses  
If the internship proposal is approved by our office, it is visible to students who may apply for it.